



**CITY OF SCOTTSDALE  
LIBRARY BOARD  
REGULAR MEETING MINUTES - DRAFT  
Wednesday, March 17, 2021  
Meeting held electronically**

**PRESENT:** Chair Shiela Reyman, Vice Chair Janet Smigielski, Board Members Sam Campana, Sheila Collins (left at 4:45 p.m.), Freda Hartman, Fred Klein (arrived at 3:34 p.m.), and Marna McLendon

**STAFF:** Kira Peters, Director; Managers Becky Galligan-Butler, Mandy Carrico, Melissa Orr, Library Outreach Coordinator Jennifer Wong-Ortiz; Erin Krause Riley, Adult Services Coordinator; Adam Yaron, Principal Planner; and Taylor Reynolds, Project Coordination Liaison

**Call to Order**

Chair Reyman called the meeting to order at 3:30 p.m.

**Roll Call**

Members present as listed above.

**Public Comment**

No public comments were submitted.

**Minutes**

Regular meeting minutes February 17, 2021

VICE CHAIR SMIGIELSKI MOVED TO APPROVE THE FEBRUARY 17, 2021 LIBRARY BOARD MEETING MINUTES. BOARD MEMBER MCLENDON SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE CHAIR SMIGIELSKI AND BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES. BOARD MEMBER KLEIN NOT PRESENT.

**REGULAR MEETING AGENDA**

**1. 1-GP-2021: Draft Scottsdale General Plan 2035**

Taylor Reynolds, Project Coordination Liaison, gave a presentation outlining recommendations relating to 1-GP-2021: Draft Scottsdale General Plan 2035. The presentation included an overview of the recent history of Scottsdale's General Plan update, including the 2012 special election process; the Citizen Review Committee (CRC) process and timeline; CRC plan

organization and legislative edits that occurred as a result of their meetings; and areas of special interest to the Library Board.

Areas of particular interest to the Board include

- HC 4.2, promoting libraries as destinations for learning and mental growth
- R 3.6 providing quiet spaces in libraries to accommodate passive recreation
- PSF 4, library system for the community
- PSF 4.6 and 4.7, supporting non-English speakers
- Developing partnerships
- Growth of library services
- Community centers and libraries map

A citizen input link is available through the City's website and public input opportunities will continue over the coming months. City Council is expected to review the general plan in June 2021 in hopes of ratification by public vote in November of 2021.

## **2. State Library - Report Overview**

Kira Peters, Director, reviewed the annual State Library report, noting that government agencies include the Institute of Museum and Library Sciences at the federal level, Arizona State Library Archives and Public Records, and local community libraries. Arizona State Library collects, edits, and disseminates information about public libraries to assist libraries analyze community needs and make informed budget plans and grant applications. State report data compares cities with close or similar populations.

Board Members were given an opportunity to ask questions. Director Peters said that the City of Scottsdale is part of the Maricopa County Library group, which offers library staff an opportunity to collaborate with staff from other cities. Groups from the Maricopa County Library group work with groups from other counties throughout the state. Board Members suggested including the various ways libraries work together as part of the report. Director Peters said that she will see if the State Library template has a question pertaining to how Scottsdale has collaborated with other city libraries.

Director Peters will inquire as to whether there is a group for library board members.

## **3. Adult Literacy Programming**

Erin Krause Riley, Adult Services Coordinator, presented information on adult literacy programming. She said that the city strives to support literacy through enrichment programs.

The English as a second language book discussion group was made possible through an ASL grant received for a learning language lounge space now available in the Civic Center Loft. The program was added as part of the ESL class opportunities to support those who are interested in continuing beyond the basics of language and communication.

An adaptive services book club pilot program was held during FY 2019/20. The program was a collaborative effort between librarian volunteers and the community services adaptive services center.

Prior to COVID restrictions, eleven traditional in-person book discussion groups were available throughout the city and the “Books and More” program was available to those who were interested in learning about technology. Computer classes that could serve ten people have been converted to online classes and are now serving 35 to 55 people.

Thanks to a Citizen Science research project grant, citizens have the opportunity to check out kits to study the environment around them and contribute information for research purposes.

Adult and Family Film series will resume in-person at Civic Center auditorium in June 2021.

Commissioners were given an opportunity to ask questions. Ms. Krause Riley said that there were approximately 400 to 500 individuals participating in ESL programs in 2019/20. Due to the pandemic, classes are currently only available online. One-on-one tutoring at all levels is available with qualified volunteers for those who are interested. She mentioned that she recently submitted a grant application to form a program that would connect teens and seniors who are interested in exchanging skills. Commissioner Klein expressed interest in participating in the tutoring program.

#### **4. Patron Comment Report**

Director Peters noted that there was a patron comment regarding in-person programming, which will be addressed tonight during another agenda item. Computer time will continue to be restricted to one hour of use in an attempt to encourage social distancing in the library buildings.

In response to inquiries about when libraries are expected to reopen, Director Peters said that the libraries are operating on a reduced budget and reduced staffing. Once financial resources are restored, opening additional library locations will be a priority.

#### **5. Library Conduct Policy Update**

Mandy Carrico, Senior Library Manager, reviewed the recommended updates and policy changes to the Library’s Conduct Policy. She noted that the updates are focused on clarifying language and are not substantial changes. Commissioners asked clarifying questions regarding the updates.

Ms. Carrico explained that the section discussing allowable food items was made broad in an effort to make it easier for staff to address issues with food mess, smell, or potential allergens that might not have been anticipated. She said that policy updates will be posted on the website and staff will receive the updates via SharePoint and email. Regulations signs are posted at each library.

BOARD MEMBER MCLENDON MOVED TO APPROVE THE RECOMMENDED LIBRARY CONDUCT POLICY. BOARD MEMBER CAMPANA SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

#### **6. Library Programming and Outreach Regarding Fine-Free Library**

Melissa Orr, Library Senior Manager, gave a presentation on the status of library programming. She commended youth and adult services staff for their efforts during the pandemic. Staff created over 100 virtual programs for youth, including crafty story times and STEAM programs

as well as Book Mates Junior and Books to Go. The summer reading program had more than 2,700 participants with a higher completion rate than ever before. Other programs included sidewalk chalk obstacle course, Halloween Family fun, teen knitting program, materials available for pickup in the Makers Space, and use of a 3D printer.

Outreach programs continued throughout the year. Staff have regularly taken the Lone Ranger Bike out to day relief centers in an effort to assist Human Services staff who are working with people experiencing homelessness. An outreach video was sent to remind schools that the 2nd grade library card campaign is ongoing. Staff participated in the G.A.I.N. parade and with Arizona drive-through parade. Boys and Girls club is working with library staff to make activities available to children in their program.

Pilot in-person youth programming will begin in April and May. Books to Boogie will be available in varying outdoor locations once per week, with extensive social distancing protocols in place. Pop-up locations will be announced on social media approximately 24 hours prior to the program and adjustments will be made according to registration size. Adults and youth six and over will be required to wear a mask. It is hoped that indoor programming can begin by summer.

A programming schedule will be sent to Board Members once it has been finalized.

Ms. Orr gave an overview of the outreach and marketing efforts related to Scottsdale Public Library being fine free. Announcements were first made in April 2020 through the Scottsdale Independent and since that time, have been in Scottsdale Life, utility bill inserts, in social media outlets, the City's webpage, newsletters, and Next Door. Fine free information has been placed on each of the City's 21 trollies.

## **7. Director's Report**

Director Peters announced that Mustang Library opened with limited capacity at the beginning of March. Some members of the public have asked why patrons are required to wear a mask when going through the drive-through. Because staff is coming in contact with hundreds of people each day, it has been the decision of the library to require masks as an extra precaution for both staff and patrons.

Based on requirements in the Emergency Memorandum issued by Mayor Ortega, areas within 60 feet outside of public libraries are closed outside of operating hours. The precaution is intended to discourage gathering and camping out when the library is closed and enables the police department to more efficiently address issues that happen in that area. The closures will remain in effect while the City is under emergency orders and experiencing moderate and substantial community spread as defined by the Arizona Department of Health Services.

Director Peters said that the Wall Street Journal is now available on the library's digital news stand. Patrons can use their library card to create an account to access the service.

Five library staff are still deployed supporting other areas of the city, including Vista del Camino, McDowell Sonoran Preserve, the planning department, and the forecasting team. The forecasting team conducts research on COVID-19 to help city decision makers with planning.

Appaloosa Pony Express opened this week with 325 registered patrons. The senior library team was on site on opening day, to ensure things were running smoothly.

Director Peters reviewed ways in which the Library communicates with City Council. Council is provided with updates regarding library activities twice a month as part of the Community Services information package; and they receive the Library Board annual report. When the Library Board supports a specific initiative, the board chair has the ability to schedule a meeting with Council members to discuss that item.

The Library is currently seeking funding to move forward with a story time walk at Rio Montana Park.

The new Sky Room (Storytime Room) expansion is awaiting Council approval through the CIP budget. The CIP is expected to be approved by the end of the fiscal year.

Scottsdale Leadership is celebrating its 35th anniversary. An anniversary exhibit will be on display on walls around Scottsdale Heritage Connection. Celebrate Scottsdale organizations will be an additional display and will recognize 15 organizations that have made powerful impacts on the community.

#### **8. Identification of Future Agenda Items**

Board Members requested an update on the possible bylaws change regarding the Board chair terms and a presentation on the Rio Montana facility and potential future planning for the area.

#### **9. Board Members' Reports**

Board Member McLendon gave a positive report on her experience using the Pony Express.

Board Member Smigielski gave an update on Friends of the Library activities. The group currently has 70 members. They have submitted a request to Harkins Theater for three ads to promote the summer reading program in May. Friends of the Library currently has approximately \$25,000 in non-designated funds. They are participating in Arizona Gives Day, which offers an outlet for people to make a donation to the organization.

Board Member Klein asked when in-person meetings might resume. Director Peters said that there is a possibility that the Board will be able to begin holding hybrid meetings soon.

#### **10. Adjournment**

BOARD MEMBER MCLENDON MOVED TO ADJOURN THE MEETING. BOARD MEMBER CAMPANA SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES. BOARD MEMBER COLLINS NOT PRESENT.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:24 p.m.

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